

Student Health Care Policy

VISION STATEMENT

GERALDTON GRAMMAR SCHOOL WILL PROVIDE OUTSTANDING EDUCATION AND A STRONG SENSE OF COMMUNITY, CULTIVATING PEOPLE OF INTEGRITY, INDEPENDENCE OF MIND AND A LOVE OF LEARNING.

Introduction	This statement outlines the Geraldton Grammar School policy in the event of a confirmed pandemic at the school.
Scope and application	Policy applies to all employees of Geraldton Grammar School but mainly the policy makers – members of the senior management team
Related legislation and guidelines	No legislation but all AISWA guidelines are used as a format for this policy.
Related Policies	Duty of Care Policy, First Aid Policy, Emergency and Crisis Management Policy, Food Allergies Policy, Attendance Policy, Enrolment Policy, Pandemic Policy, OHS Policy, Sun Smart Policy, Excursions Policy, Camps Policy, Asthma Care Policy, Anaphylaxis Care Policy, Drug Policy, Medication Policy.
Evaluation	Annual

Date	Action (issue, reissue, amendment, replacement of pages, etc)	Initials
2015	Draft	AFY
23/04/16	Revised and amended	AFY
19/2/17	Revised and updated	AFY

STUDENT HEALTH CARE POLICY

INTRODUCTION

The school promotes and supports student's health care requirements. It identifies and minimises risks within the context of the school. It will access assistance through specialist services.

The school will respond to the health care needs of students and plan for medical emergencies.

The school has procedures and practices to enable the management of specific health issues.

PROCEDURES

The school will obtain information from parents/guardians about the child's health care needs. This will occur initially during the enrolment process and will be reviewed annually at the beginning of each school year.

At the beginning of each year parents/guardians are provided with a summary of the information noted on the school's database MAZE. They are asked to review this document and make changes if necessary and sign acknowledgement. Document will be retained in student file.

At the beginning of each year the office compiles a Student Health List which identifies any student who has a medical consideration such as anaphylaxis, asthma, diabetes, epilepsy or severe food allergy. This list is located in all relevant areas of the school.

The office provides a summary document of a student's health needs/considerations, family and emergency contact details, along with a current identification picture. This document is to accompany staff on excursions and camps.

Access specific public health and other relevant information to include in the planning and communication of information.

The office will manage the updating of student records when advised by a parent of any changes and inform relevant staff.

If a parent sends an unwell child to school the school may contact the parent or emergency contact and ask for the child to be collect. If the parent insists the child is well then a doctor's certificate can be requested.

Manage and maintain confidentiality.

MANAGEMENT:

Health related absences from school

The school will arrange provision of an educational program for a student who has extended absences due to illness (more than 10 days).

Provide chronically ill students with an appropriate program as required.

A medical certificate should be requested.

Medical emergencies

The school will organise immediate medical attention and make transport arrangements if needed.

Parents are advised as soon as possible.

Record all details as soon as possible.

Review post incident and debrief and support staff and students if required.

Transporting students in a medical emergency

Take into account the nature of the emergency.

If a serious situation always use an ambulance, if available. A staff member must accompany the person if no parent available.

If no ambulance available seek advice and if necessary 2 staff must travel with the injured person, 1 to drive to the Geraldton regional Hospital emergency department and 1 to monitor.

If the school calls an ambulance for a student at risk and the parent is contacted and wants it cancelled they are to be advised of the schools duty of care and arrangements should proceed. An ambulance can be cancelled if the parent is in attendance and the student is handed into their care.

Parents are expected to meet the cost of an ambulance and should be encouraged to have this covered in their health insurance.

Student immunisation

An immunisation history record is requested during enrolment. NB If a parent/s does not provide this record the enrolment can proceed but parents should be advised if an outbreak of a communicable disease occurs and the child will be excluded.

The school will support the Department of Health by distributing and collecting the immunisation cards and providing a room for their use.

Prevention of infection

The school will educate, promote and provide effective hygiene measures to prevent the spread of infection.

This is especially managed through effective hand washing and provision of tissues in all classrooms.

Students are to be encouraged to cover their mouth and/or nose when coughing or sneezing.

Students are discouraged in the sharing of water bottles.

Off-site Management

A student who requires health care support may be at increased risk when engaged in off-site activities.

Health Care Plans should be reviewed, in context, when planning excursions and/or camps. Participation is at the discretion of the teacher in charge of the activity.

Communicable diseases

The school will implement the advice of the Department of Health in managing communicable diseases.

Reportable illness will be reported to the appropriate authority.

The school will send a letter home informing families of the disease and the Department of Health management recommendations.

Infected persons will be excluded from school until the recommended incubation period has passed.

Unwell / ill students

Students who present at the office unwell should have a Student Sick Pass completed and signed by the teacher or a note in their diary from the teacher or accompanied by the teacher or another student requesting:

- Parent/s be contacted to take the student home.
- A 10 minute rest in sick bay.
- Panadol be administered and the student sent back to class.

It is recorded by office administration on SEQTA when a student has been admitted to sick bay or has gone home.

The administration assistant will contact a Head of School for assistance if required or to report a continual concern.

NB: The administration assistant is Senior First Aid trained.

Administration of medication

If a student presents at the office requesting a Panadol:

- Administration staff check on the school's database that the student has been given permission by a parent/guardian to be administered Panadol.
- If no permission has been noted, Administration staff will contact the parents/guardian.
- It is then noted on the 'Panadol Issued to Students' form and signed by the person issuing the medication. Details noted include the student's name, whether it was parent/maze contact, date, dose and time given.

If a student requires regular medication prescribed by a doctor:

- Parents are asked to complete the *Student Medication Request* form
- Parents are to provide the medication and have it clearly named.
- The medication will be administered by the Administration office or class teacher and recorded.
- The medication will be safely and appropriately stored.

Health Care Plan

A formal personal plan may be required for specific health issues eg asthma. The Health Care Plan should incorporate an emergency response.